

# ***The Iowa Council on Homelessness-Executive Committee***

## **DRAFT MINUTES**

### **EXECUTIVE COMMITTEE MEETING**

Date/Time: Friday, October 21, 2016 / 10:00 AM

Meeting Location: The Iowa Finance Authority, McNarney Conference Room,

A meeting of the Executive Committee for the Iowa Council on Homelessness was held on Friday, October 21, 2016, at 10:00 a.m.

#### **I. Introductions**

Chair Ben Brustkern opened the meeting. The following voting members were present: Ben Brustkern (Chair), Karin Ford, Tim Wilson, Donna Phillips, Roberta Wahl (approved as Alternate for David Hagen), Crissy Canganelli. A quorum was established.

#### **II. Approval of Agenda**

Motion: Tim Wilson  
Second: Karen Ford  
Passed

#### **III. Approval of Minutes from 7/15/16 and 8/26/16**

Motion: Donna Phillips  
Second: Karen Ford  
Passed

#### **IV. Committee Updates**

##### **a. Coordinated Entry**

Heather Harney reported that Tuesday's meeting was cancelled due to David Hagen's accident. Working on getting initial scope of work and budget to IFA for initial \$45,000 appropriation for jumpstart before receipt of large CoC grant. Then will start some initial outreach to communities talking about Coordinated Entry, why it's done, connections throughout state. Also met with Amber Lewis from IFA and Julie Eberbach from the Institute for Community Alliance (ICA) on October 20<sup>th</sup> on coordinated entry, planning grant, and working together.

Discussion on Advisory group/board. Estimating that it will be about 10 – 12 people with representation across the state. Current Coordinated Entry Committee to serve as an interim working group, and then will step down as recommendations come in for other statewide representatives. Policies and structure to be established. Update provided by Heather Harney on David Hagen's condition, which is improving with a positive outlook.

##### **b. Research and Analysis**

Gary Wickering from ICA reported that they have a new on-line Point-in-Time portal. Training to be expanded this year.

##### **c. Public Awareness**

- i. Meeting Schedule: Discussion about next meeting – David Binner not present, so will be confirming date at a later time. Not a formal committee so posting of

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agenda not required. Diogenes Ayala has shown interest in serving on this committee.

- ii. Update: Day on the Hill, Wednesday, March 15<sup>th</sup>, 2017. Iowa Council on Homelessness (ICH) to move its meeting from March 2, 2017 to March 15<sup>th</sup> to coincide.

Moved: Tim Wilson

Seconded: (could not determine Board member who provided the Second)

Passed

### **d. Policy and Planning**

There was no representative from this committee present. It was suggested that a missive be given to this committee to take on the preparation of the annual “Letter to the Governor”, since it fits into this area. Discussion concerning the Policy and Planning committee not meeting on a regular basis. Not a statutory committee, but certainly an expectation by HUD that Policy and Planning is taking place.

### **e. Nominating**

- i. There was no representative from this committee present. Noted that Ashley Schwalm sent an email that there were still 3 consumer seats open.
- ii. Meets bi-monthly on the 2<sup>nd</sup> Wednesday of the month.

### **f. Continuum of Care (*Tim Wilson*)**

- i. Met on 10/11/16 – one member short of a quorum.
- ii. Regular schedule: Every second Tuesday monthly; 10:30 a.m. Moved November’s meeting to the 15<sup>th</sup> due to Election Day.
- iii. CoC Project Site Visits. What they’ve learned from other CoC’s in reference to scoring. Site visits to all grantees that were a part of the current funding have been completed with exception of Crisis Intervention Center, and ICA. Notes on site visits are due to Tim Wilson by next Friday. Asked for 10 – 15 minutes on next ICH meeting agenda.
- iv. New CoC ranking models/scoring methods learned from other CoC’s. Good input from Zeb Beilke, Amber Lewis and Marilieggh Fisher who attended the National Conference in Washington with workshops on revised approach to scoring/ranking of project applications. More outcome-based and thus more objective. Review of the Power Point Presentations from that conference is currently taking place. Sentiment of committee is that “*yes, this is something we should pursue*”. Tim Wilson to forward these documents to the Executive Committee. Will also want feedback from renewal applicants. Relying heavily on scoring benchmarks as provided by HUD. Discussion on whether Coordinated Entry systems are considered – whether applicants have these systems in place. Additional discussion about the possibility of setting up the scoring rubric based on this method and just looking at how projects would have scored this year if this model had been in place. Would not be for public knowledge, just for individual projects’ personal knowledge. May help reduce fear and uncertainty of a new system.
- v. Tim Wilson asked for consideration of appointing a Co-Chair to coordinate the site visit process, and Tim would continue to coordinate the application process.

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## **V. HMIS (*Institute for Community Alliances*)**

Gary Wickering reported that they are wrapping up the Point-in-Time. Asking if Council wants to them to present at the next Council Meeting. No more paper forms, everything electronic for Shelters – also option for electronic format for “Street Count”, but would continue to provide the traditional paper method.

AHAR data is available and to be submitted next week for annual AHAR. Bed count has gone up.

New “Data Standard” available for ESG in Caper. Reviewing previous year’s data to ensure no issues.

## **VI. Coordinated Entry updates.**

Update provided earlier from Heather Harney under Section IV. – Committee Updates.

## **VII. Role of ICH/Executive Committee in oversight of Coordinated Entry**

Discussion on what role ICH or Executive Committee should play in Coordinated Entry. Possibly ICH should have their own group that providers may feel more comfortable coming to; this may provide more independent oversight. Heather Harney from HACAP commented that they agree there should be some level of independent control over the system. Executive Committee can continue to work on what this should look like. All about creating a stronger Coordinated Entry system throughout the state. Coordinated Entry to be a standing Agenda item going forward.

## **VIII. Upcoming All-Iowa CoC Meeting on Friday, November 18<sup>th</sup>**

Also met this morning. Started with Mark Phillips. Discussion of overall structure of Iowa’s three CoC’s, overall capacity and strategy throughout the state. Amber Lewis suggested Ben Brustkern lead this upcoming meeting. This meeting should provide a good first step in setting goals for the CoC. Also want to encourage participation in “Day on the Hill”. May also assist in goal of additional consumer representation on the board.

## **IX. Iowa Finance Authority staff updates (*Amber Lewis*)**

- a. Statewide Emergency Solutions Grant (ESG) and Shelter Assistance Fund (SAF)
  - i. ESG and SAF awards update – we made 32 grants recently for ESG and will be recommending 16 grants for SAF to IFA’s Board on November 2<sup>nd</sup>. We want to change how we hold future competitions, combining both into one and some other ideas to simplify the process.
  - ii. DV data – meeting set up for Nov. 2<sup>nd</sup> to discuss what our plan is for next year. We haven’t seen reports yet to ensure we will get what we need for our federal reporting requirements. We want to see some example reports. Brings up some other issues/concern: the ESG Caper report just came out with another change. Client Track System – every DV agency has to have their own version. Also one or two agencies that are DV agencies but can’t use Client Track because not a CVAD funded agency.
  - iii. New HUD Equal Access rules just came out in late September and are effective this month. One of the new requirements is that you cannot have a just women (or men) and children’s shelter. If you serve children you must accommodate all family types. IFA sent in a question to HUD Help Desk about using Hotel/Motel

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Vouchers and HUD said no – that you must provide families equal choice. A lot of time and energy trying to understand the impact of this.

- iv. May pursue change of legislation and administrative rules to allow two-year funding cycle. This is one of the bigger changes (along with combining SAF and ESG competitions). We hope the two-year funding will be easier and smoother for agencies as well as IFA. Will require legislative approval. IFA needs to know that we have the council's support. Amber to draft a memo asking for this support. Unsure how this will impact CoC grants, since not under direct HUD control.
- b. Iowa Balance of State Continuum of Care Planning Project – Draft application ready to go. Expect contracts from HUD prior to calendar year end. Anticipate that for each region there will be one "Planning Lead" and one "Fiscal Lead" – could be same agencies but don't have to be, and then also need a "Data Coordination Lead". Would have distinct roles. Trying to simplify application, it is not competitive. Must have at least two agencies to be classified as a "region"
- c. Homelessness demonstration tax credit project in Cedar Rapids – City Council meeting on Tuesday to determine if project will go forward. Zoning issues.

### **X. Old Business**

None

### **XI. New Business**

Tim Wilson attended a recent meeting/training on corrections, brought up the move toward coordinated entry. Mr. Wilson urged council members to attend these meetings in the future.

Amber Lewis brought up to idea of the Council providing something for David Hagen to assist him and his family during his recovery. The Executive Committee was in favor of this and suggested bringing something to the next ICH meeting and to send out an invitation to council members to participate. Amber Lewis will coordinate this effort.

### **XII. Establish agenda for November 18, 2016, ICH meeting**

- a. CoC Site Visit Reviews
- b. All-Iowa CoC Review
- c. Gary Wickering from the ICA had brought up earlier in the meeting adding the presentation on HMIS to the next council meeting agenda. Anticipate that this would be 20-30 minutes in length.

### **XIII. Public Comment**

None

### **XIV. Next regularly-scheduled Executive Committee meeting:**

Friday, December 16, 2016 at 10:00 a.m.

### **XV. Adjourn**

Motion: Tim Wilson  
Second: Karen Ford  
Passed

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### **VOTING MEMBERS PRESENT**

1. Ben Brustkern (Chair), Cedar Valley Friends of the Family
2. Karin Ford (Vice-Chair), IA Department of Public Health
3. Crissy Canganelli – Shelter House
4. Donna Phillips (Immediate Past Chair), Iowa Attorney General's Office
5. Roberta Wahl (Executive Committee Alternate), Des Moines Area Community College
6. Tim Wilson (Chair, CoC Committee), Home Forward Iowa

### **OTHERS PRESENT**

1. Gary Wickersing (for Julie Eberbach), Institute for Community Alliances
2. Heather Harney (for David Hagen) – Hawkeye Area Community Action Program (HACAP)
3. Al Axeen
4. Amber Lewis, Iowa Finance Authority
5. Judy Hartman, Iowa Finance Authority